**Commercial Proposal Intern**

The Commercial Proposal Internship is a part-time position, supporting Urban Blinds, LLC dba Budget Blinds of Bethesda and Silver Spring.

**Responsibilities:**

Develop material quantity takeoffs and bid estimates on window treatments category for commercial, Federal and State Government, Private projects within eligible zip codes.

Utilize or develop knowledge of necessary construction drawing software to develop takeoffs. Drawing or estimating software will NOT be provided by Budget Blinds of Bethesda and Silver Spring

Utilize web-based bid project software and produce bid estimates. Follow up with requestors on decisions on bids submitted and gain feedback to be helpful in winning future bids.

Communicate with existing vendors for needed pricing costs and assemble a bid package and pricing to include installation, shipping along with product pricing. Manage the process from bid to invoice/work order placed. websites and onsite visits to construction locations.

Source new leads from other resources, including scanning contractors web sites. Attend any walk through or design discussions with general contractors and Budget Blinds of Bethesda team members, as needed.

**Requirements**

Currently enrolled college student, Sophomore or Junior rising, studying Architecture, Industrial or Civil Engineering or Interior Design. Pay will be hourly, dependent upon experience.

Must be familiar with reading blueprints and deciphering architectural drawings.

Must have ability to multi-task prioritize and manage time effectively. Must provide timely response to Request for Proposals (RFP) and other bid requests.

**Additional information**

Position is part-time – minimum of 10 hours and maximum of 25 hours per week. Associate is to be paid via w4/1099 on biweekly schedule. NO overtime or holiday pay is allowed.

Taxes are NOT to be paid on behalf of associate, taxes are responsibility of associate, not Urban Blinds, LLC. No benefits nor holidays or vacations time is to be accrued.

Position will be evaluated in 3-month increments. If after 6 months, if no Commercial work has been won nor bids awarded, position will be eliminated. Associate and CEO will develop and record milestones and goals for the position.